

Worksession

Agenda Item #	7
Meeting Date	2/23/04
Prepared By	Catherine Waters, City Clerk
Approved By	Rick Finn, City Manager

Discussion Item	Official Minutes of City Council Regular Meetings and Worksessions
Background	<p>In the context of discussions about revisions to <i>Takoma Park Code</i> Chapters 1 and 2, the City Attorney indicated that official minutes should be kept for all meetings of the City Council, including Worksessions. The practice has been to transcribe notes of all meetings of the Council and to use the notes to prepare minutes of Regular Meetings, Public Hearings and Special Sessions for the Council's adoption. Final minutes for Worksessions have not been prepared for the Council's consideration.</p> <p>The City Clerk was asked to make a recommendation about the content of the minutes for Worksessions. Currently, the minutes which are prepared for the legislative sessions include considerable detail of the discussions. Pursuant to <i>Robert's Rules of Order</i>, the record of the proceedings "...should contain mainly a record of what was <i>done</i> at the meeting, not what was <i>said</i> by the members..." of the deliberative body, and "...the body of the minutes should contain a separate paragraph for each subject matter..." with certain specific information (e.g., wording of a motion, name of mover, etc.).</p>
Policy	An official record is required of all meetings of the City Council.
Fiscal Impact	Additional staff time; impact will be monitored.
Attachments	Excerpt from <i>Robert's Rules of Order</i> .
Recommendation	The content of Worksession minutes should be "brief", reflecting the topic of discussion and any direction and/or consensus that comes out of the discussion. Persons interested in more detail about a discussion will be invited to view a video tape of the meeting broadcast. The City Clerk will continue to maintain a file of "unofficial" and unpublished notes of the Worksession discussions for staff reference.
Special Consideration	